

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

HS/CSG

EXTENSION

NO.

DATE

19 June 1967

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. CIA Records

Center

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For inclusion in your Archives. I obtained the copy from the CIA Regulation Control Staff

Duplicate- but retain because it is a better copy than ours.

FORM 3-62

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USE PREVIOUS EDITIONS



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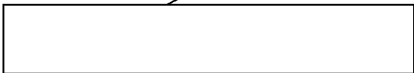


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# ORGANIZATION AND FUNCTIONS

1. The attached organization chart of the Central Intelligence Agency is effective 1 December 1950.
2. The attached organization charts of the component units and statements of their functions are also effective 1 December 1950. However, these are subject to study by and comments of Assistant Directors and become finally effective 1 January 1951, unless you are notified of any changes.
3. All previous organization charts and statements of functions in conflict with this directive are rescinded.
4. No portion of this document may be reproduced, or distributed outside of CIA, without prior approval of the Deputy Director or the Director.
5. The Deputy Director for Administration is designated as the Agency Executive for the purpose of exercising those Agency powers specifically delegated by law to the Executive.

  
Walter B. Smith  
Director of Central Intelligence

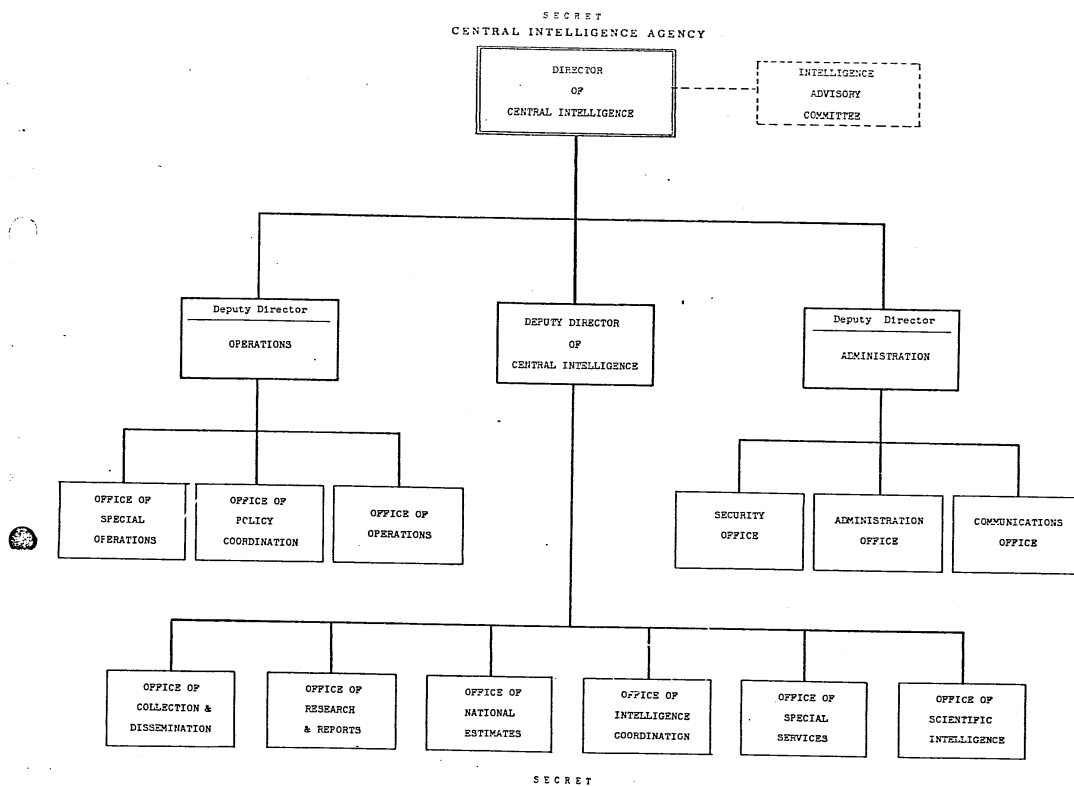
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CIA REGULATION NO. 

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## CENTRAL INTELLIGENCE AGENCY

### I. MISSION

Under the direction of the National Security Council, it is the duty of the Central Intelligence Agency to advise on, and to make recommendations for the coordination of, intelligence activities relating to the national security, to correlate, evaluate and disseminate intelligence relating to the national security, to perform services of common concern to the intelligence agencies and to perform such other functions as may be directed.

the National Security Act of 1947 (Sec. 102), together with such other duties and functions as may appropriately be assigned to it by competent authority. The Director of Central Intelligence is the head of the Central Intelligence Agency and is responsible for proper performance of the Agency's functions. In the performance of his duties, the Director shall exercise all powers inherent in the head of a department or agency of the Government.

### II. FUNCTIONS

The Central Intelligence Agency shall perform the duties and functions prescribed by

In addition to his normal authorities as Director of Central Intelligence, the Director is charged with the carrying out of such specific statutory functions as are set forth in appropriate legislation.

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DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

The Deputy Director of Central Intelligence is in charge of the production of intelligence by CIA and the coordination of the intelligence activities of the government, as prescribed by NSC Directives.

He will act as the Director of Central Intelligence in the absence of that official.

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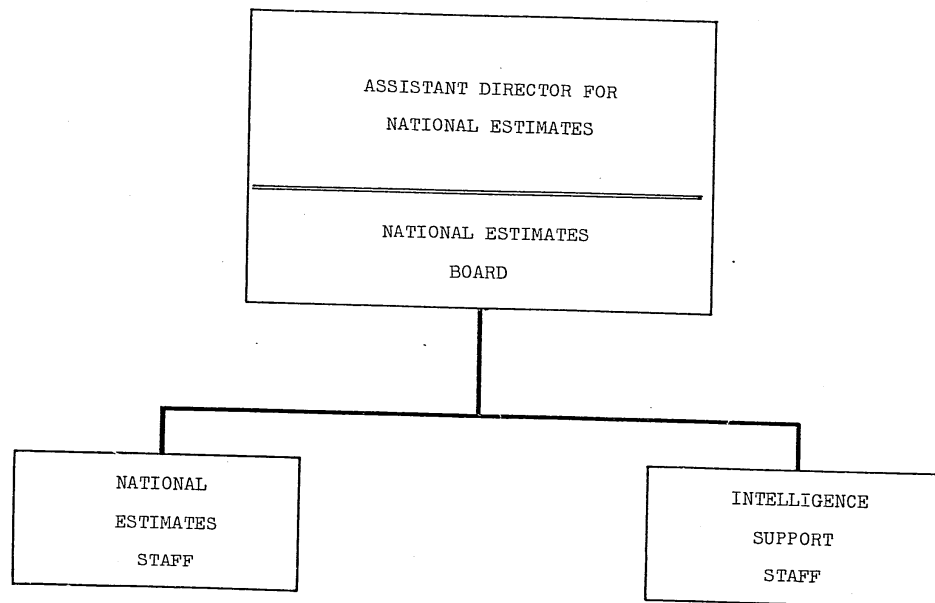
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OFFICE OF NATIONAL ESTIMATES



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## OFFICE OF NATIONAL ESTIMATES

### I. MISSION

The Assistant Director for National Estimates is charged with (1) initiating, directing the production of, and producing national estimates, (2) evaluating current intelligence circulated by CIA outside the Agency and (3) assisting the Director of Central Intelligence in the coordination of intelligence relating to the national security and in providing for its appropriate dissemination.

### II. FUNCTIONS

The general functions of the Assistant Director for National Estimates are two:  
(A) Estimative; (B) Coordinative.

#### A. Estimative Functions

1. Suggest to the Director of Central Intelligence amendments and additions to the schedule of priorities set by IAC and carry out any schedule of priorities as cleared by IAC to the extent of (a) alerting the IAC agencies to the accepted schedule of priorities and sudden

changes which may be made therein, (b) assigning responsibilities within IAC agencies, (c) programming in consideration of the workload of the IAC agencies, and (d) setting and maintaining deadlines.

2. Initiate estimates: (a) by direction of the IAC or (b) by direction of the Director of Central Intelligence or his deputy, or (c) by his own decision pending clearance in CIA and/or IAC, or (d) at the suggestion of representatives of the IAC agencies pending clearance in CIA and IAC.
3. Direct the production of estimates through the establishment of appropriate interdepartmental arrangements. This will involve:
  - a. Drafting the terms of reference for any given estimate.
  - b. Calling a meeting of representatives of the IAC agencies concerned in the production of the estimate at hand.

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OFFICE OF NATIONAL ESTIMATES (Cont.)

- c. Discussing and fixing at such meetings the final terms of reference.
- d. Assigning responsibility for substantive contributions from the IAC agencies.
- e. Assuming or assigning responsibility for the initial drafting of the estimate.
- f. Clearing the final draft with the contributing IAC agencies.
- 4. Produce national estimates.  
(This will involve taking responsibility for a final draft of any estimate to go forward to the Director of Central Intelligence and IAC even though disagreements among the contributing agencies cannot be resolved.)
- 5. Be responsible for all evaluative comment on items of current intelligence which are circulated by CIA outside the Agency. (It is assumed that responsibility for evaluations on Office of Special Operations raw intelligence will rest with the Office of Special Operations so long as the evaluations are confined to the probable reliability of the source.)
- 6. Direct the operation of a current intelligence staff which will support the above functions and which will continue the issuance of the Daily Summary.
- 7. Provide for oral briefings and presentation service for the Agency.
- B. Coordinative Functions
  - 1. Recommend to the Assistant Director for Intelligence Coordination on coordination matters relating to the production of national estimates.

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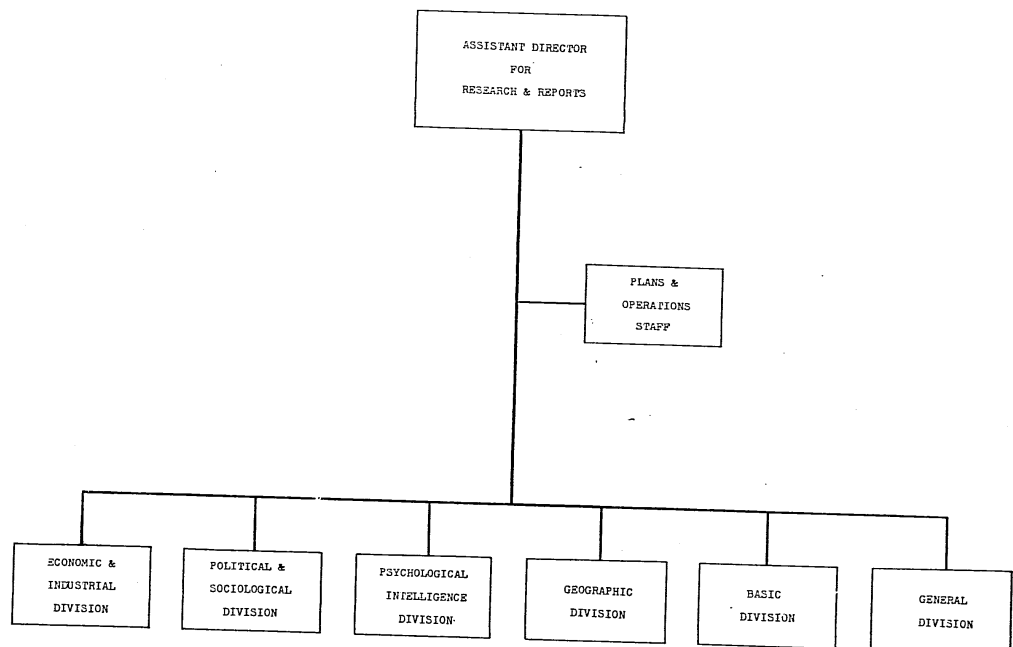
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OFFICE OF RESEARCH & REPORTS



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OFFICE OF RESEARCH AND REPORTS

I. MISSION

The Assistant Director for Research and Reports is charged with conducting intelligence research and producing intelligence reports (excluding scientific intelligence) under approved Agency intelligence production plans.

II. FUNCTIONS

The Assistant Director for Research and Reports shall:

- A. Procure and coordinate intelligence information necessary to produce intelligence reports as a service of common concern in such fields as are prescribed by NSC Directives.
- B. Produce such foreign political intelligence reports as may be required to meet Agency needs.
- C. Formulate and establish the necessary requirements, for his office, for transmittal through appropriate channels for collection action.
- D. Provide CIA and other government collection agencies with evaluations of information relative to studies and reports prepared by Office of Research and Reports.
- E. Study and develop techniques and methods relating to intelligence research and reporting.
- F. Provide for centralized allocation and coordination of the National Intelligence Surveys Program.
- G. Provide a centralized facility for the procurement and production of foreign geographic and map intelligence.
- H. Recommend to the Assistant Director for Intelligence Coordination on coordination matters relating to the production of national estimates.

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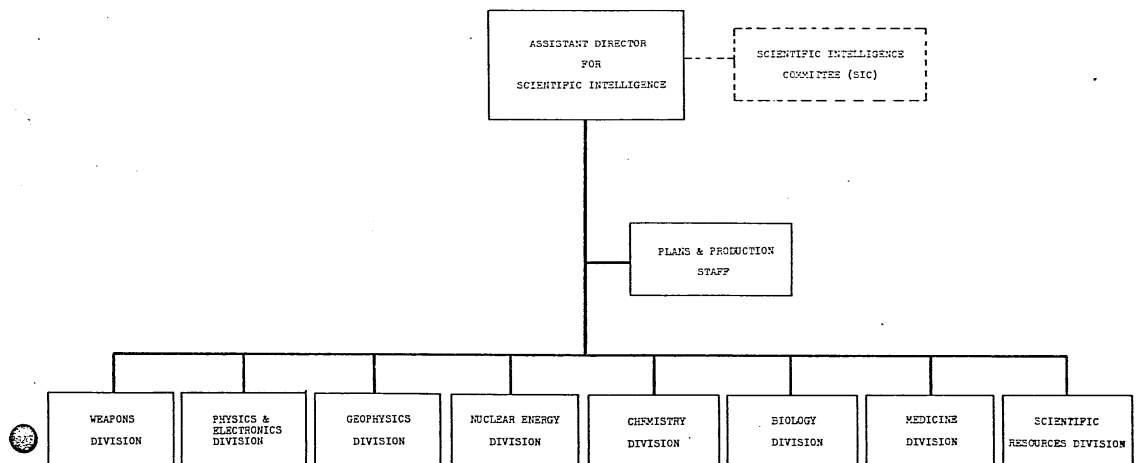
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OFFICE OF SCIENTIFIC INTELLIGENCE



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## OFFICE OF SCIENTIFIC INTELLIGENCE

### I. MISSION

The Assistant Director for Scientific Intelligence is charged with conducting scientific intelligence research and producing scientific intelligence reports under approved Agency intelligence production plans.

### II. FUNCTIONS

The Assistant Director for Scientific Intelligence shall:

- A. Produce intelligence reports presenting foreign scientific activity.
- B. Conduct intelligence research studies in the field of foreign scientific endeavor.
- C. Assess continuously the adequacy, accuracy and timeliness of incoming information.
- D. Formulate and establish requirements for his office.
- E. Provide CIA and other government collection agencies with evaluations of information relative to studies and reports prepared by the Office of Scientific Intelligence.
- F. Study and develop doctrine, technique and methods relating to intelligence research and reporting.
- G. Provide specialized intelligence support to other scientific governmental agencies.
- H. Provide chairmanship and support for the Scientific Intelligence Committee and its working committees.
- I. Recommend to the Assistant Director for Intelligence Coordination on coordination matters relating to the production of national estimates.

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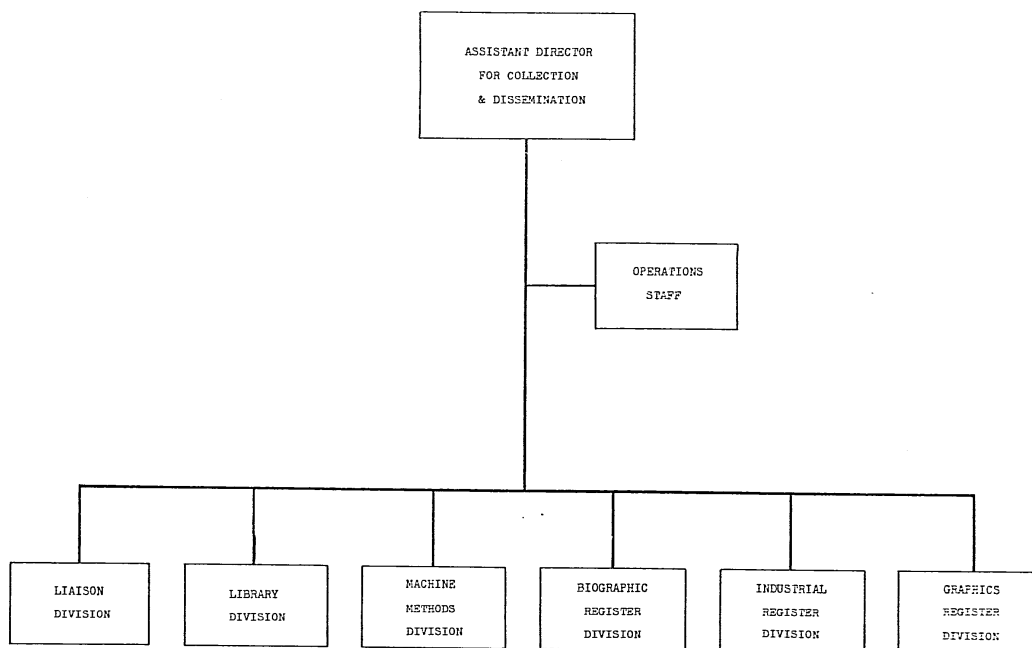
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OFFICE OF COLLECTION & DISSEMINATION



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OFFICE OF COLLECTION AND DISSEMINATION

I. MISSION

The Assistant Director for Collection and Dissemination is charged with providing a central Agency service for the coordination of specific foreign information requirements with those of other government intelligence activities, for the transmission of collection requests, for the receipt of foreign intelligence information, for the control and maintenance of reference facilities and for the dissemination of intelligence materials.

II. FUNCTIONS

The Assistant Director for Collection and Dissemination shall:

- A. Provide a central service for the coordination of specific foreign intelligence requirements with those of other government intelligence activities, based on the needs of all components of the Agency.
- B. Determine, in collaboration with the activities and agencies concerned, which government facilities are best able to satisfy specific requirements and, based on this determination, assign collection missions.
- C. Conduct working-level operational liaison with other agencies.

- D. Provide newspapers, periodicals, documents and other reference materials required for use within the Agency.
- E. Maintain the central Agency intelligence reference library which will serve all offices of the Agency in accordance with their needs and other government agencies to the extent possible without jeopardy to service to the Agency.
- F. Maintain files and indexes of foreign bibliographic, biographic, industrial and graphic intelligence data and prepare upon specific requests necessary reports in connection therewith; primarily to serve Agency activities and secondarily other government agencies; except that all government agencies will be served as a central service responsibility in the field of scientific biography.
- G. Recommend and develop dissemination policies and procedures in coordination with other offices of CIA and other interested agencies.
- H. Receive all foreign intelligence information and implement the approved coordinated dissemination policies and procedures.
- I. Recommend to the Assistant Director for Intelligence Coordination on coordination matters relating to the production of national estimates.

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CIA REGULATION NO. ☐

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OFFICE OF INTELLIGENCE COORDINATION

I. MISSION

The Assistant Director for Intelligence Coordination is charged with assisting the Director in discharging his responsibilities for coordination of intelligence activities in the Government which relate to the national security and to assist the Director as required in dealing with coordination problems within the Agency.

II. FUNCTIONS

The Assistant Director for Intelligence Coordination shall:

A. Serve as Secretary of the IAC.

- B. Develop and recommend policies for the coordination of intelligence activities relating to the national security.
- C. Advise and assist in matters concerning such intelligence activities of the Government departments and Agencies as relate to national security.
- D. Review and evaluate the effectiveness of the Agency's coordinating efforts and arrangements.

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OFFICE OF SPECIAL SERVICES

Performs special functions as directed by the Director.

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DEPUTY DIRECTOR FOR OPERATIONS

The Deputy Director for Operations is responsible for the fulfillment of special functions as directed by the Director.

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CIA REGULATION NO. ☐

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OFFICE OF SPECIAL OPERATIONS

1. Performs special functions as directed by the Director.
2. Provides certain other general Agency support services as directed by the Director.

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OFFICE OF POLICY COORDINATION

Serves as an activity for specialized projects as directed by the Director.

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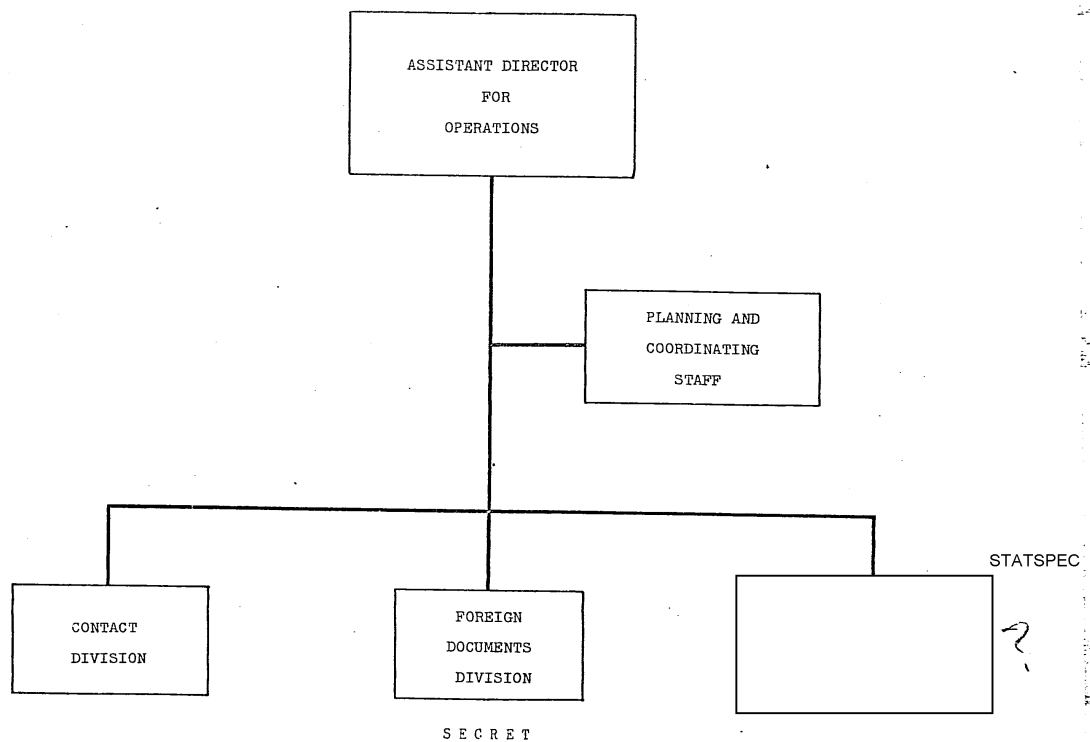
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OFFICE OF OPERATIONS



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OFFICE OF OPERATIONS

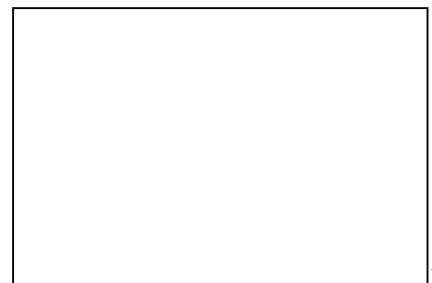
I. MISSION

The Assistant Director for Operations is charged with the direct collection of intelligence information from primary overt non-governmental sources.

II. FUNCTIONS

The Assistant Director for Operations shall:

- A. Develop and recommend policies and programs for the overt collection of foreign intelligence information within the United States and specified foreign areas.
- B. Conduct operational programs for the collection of intelligence information from: (1) foreign language documents; (2) research analysis of Soviet and Satellite materials; and



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- E. Analyze, select and edit intelligence information resulting from collection action and prepare information for publication.
- F. Provide specialized operational and intelligence support and information as directed.
- G. Provide translation support to Agency components.
- H. Maintain liaison with appropriate officials of the Federal Government in connection with the execution of the mission.

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DEPUTY DIRECTOR FOR ADMINISTRATION

The Deputy Director for Administration is in charge  
of all administrative support for the Agency.

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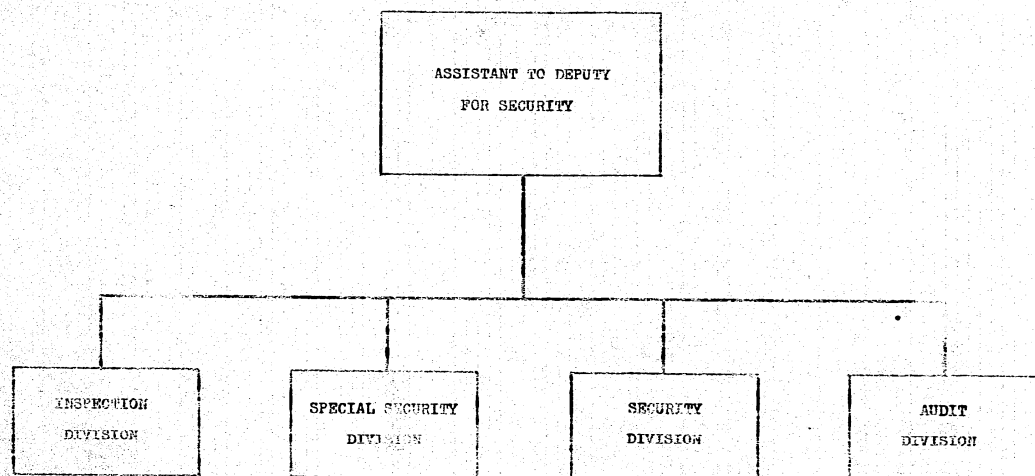
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SECURITY OFFICE



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SECURITY OFFICE

I. MISSION

The Assistant to the Deputy for Security is charged with the preparation and execution of the Agency's security program, and with the performance of certain special security, audit and inspection functions.

II. FUNCTIONS

The Assistant to the Deputy for Security shall:

- A. Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- B. Establish safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develop domestic counter-intelligence programs for the Agency.
- C. Obtain and evaluate through investigations and liaison contact pertinent information regarding personnel for employment, assignment or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
- D. Determine the effectiveness with which security programs and policies are being accomplished.
- E. Coordinate and engage in policy and program planning of emergency measures.
- F. Prescribe security policies relating to the liaison and contact relations of Agency officials with others; establish and maintain necessary liaison with officials of other government agencies on security matters.

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SECURITY OFFICE

G. Investigate reports of violation or non-compliance with security policies or regulations and recommend or initiate appropriate action as may be required.

H. Perform audits of unvouchered funds and all property.

I. Make inspections, investigations and reports as directed.

J. Conduct certain activities pertaining to the over-all ☐ program.

K. Conduct research in security fields.

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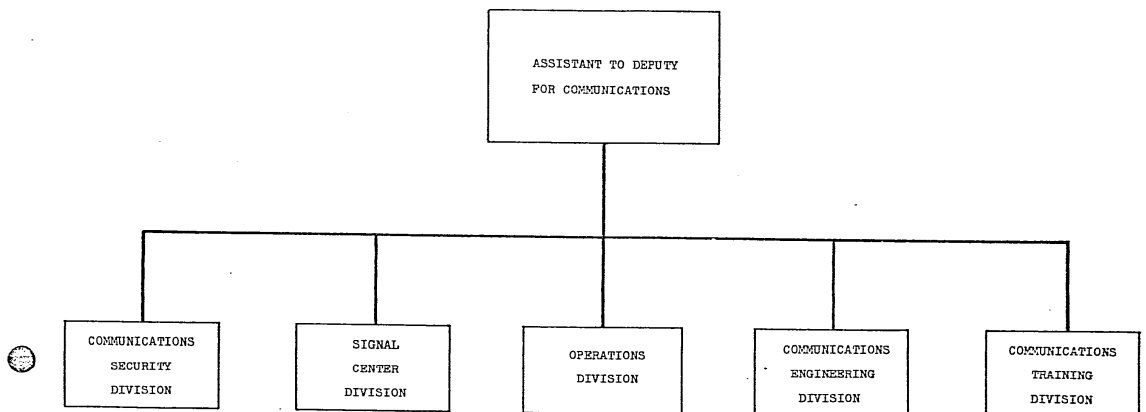
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COMMUNICATIONS OFFICE



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COMMUNICATIONS OFFICE

I. MISSION

The Assistant to Deputy for Communications is charged with providing communication security and support for the Agency.

II. FUNCTIONS

The Assistant to Deputy for Communications shall:

- A. Direct and conduct operations to provide communication support for the Agency.
- B. Develop and recommend policies and programs for providing communication security and support for Agency operations.
- C. Administer technical communication research projects designed to improve and safeguard Agency communications facilities.
- D. Negotiate, as directed, with appropriate officials of other government agencies and with officials of foreign governments concerning communication matters.

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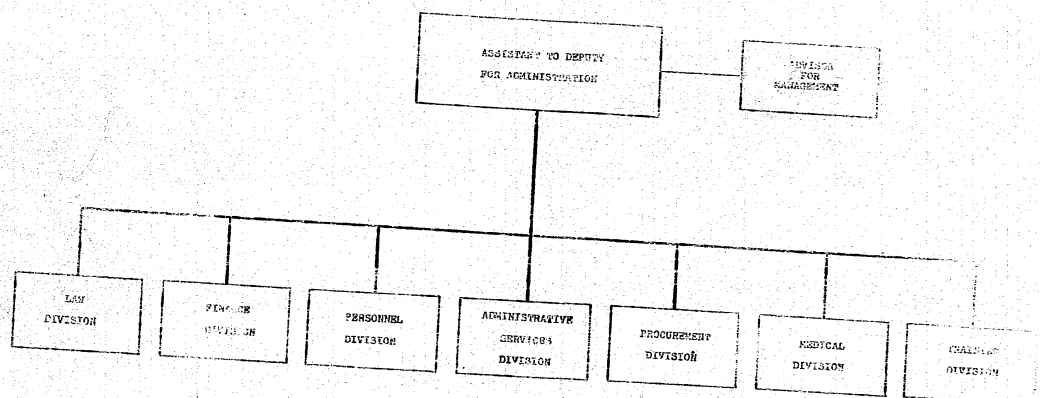
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ADMINISTRATION OFFICE



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ASSISTANT TO THE DEPUTY FOR ADMINISTRATION

The Assistant to the Deputy for Administration is charged with furnishing all administrative support for the Agency, except security and communications.

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CIA REGULATION NO. ☐

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MANAGEMENT ANALYSIS DIVISION

I. MISSION

The Advisor for Management will advise the Assistant to the Deputy for Administration on general Agency efficiency, organization structure, functions, manpower requirements and administrative procedures of all components of the Agency.

II. FUNCTIONS

The Advisor for Management shall:

A. Review Agency activities as directed, and recommend to the Assistant to the Deputy for Administration:

1. The establishment or improvement of organizational structure and functional responsibilities.

2. Manpower requirements.

3. Tables of organization and changes thereto.

4. Adoption of improved techniques and utilization of equipment.

5. Agency-wide forms and administrative publications control.

6. Uniform reporting systems and statistical support as required.

7. Improved programs, methods and procedures to increase efficiency and to effect economy.

B. Assist in preparation of Agency budget estimates and the preparation and implementation of the annual plan for the Agency Management Improvement Program.

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L A W D I V I S I O N

I. MISSION

The General Counsel is in charge of all legal and legislative affairs of the Agency.

II. FUNCTIONS

The General Counsel shall:

- A. Advise all officials and employees of the Agency on all legal matters arising in connection with the official business of the Agency.
- B. Be responsible for and control liaison outside the Agency relating to legal matters.
- C. Review all regulatory material of the Agency for legality prior to publication.

- D. Establish, maintain and control all Agency liaison with the Congress of the United States and Committees of national political parties.
- E. Review all proposed congressional legislation and make recommendations for appropriate action in those instances wherein Agency activities are affected.
- F. Make appropriate recommendations for additions, revisions or deletions to existing legislation covering all phases of Agency activities.

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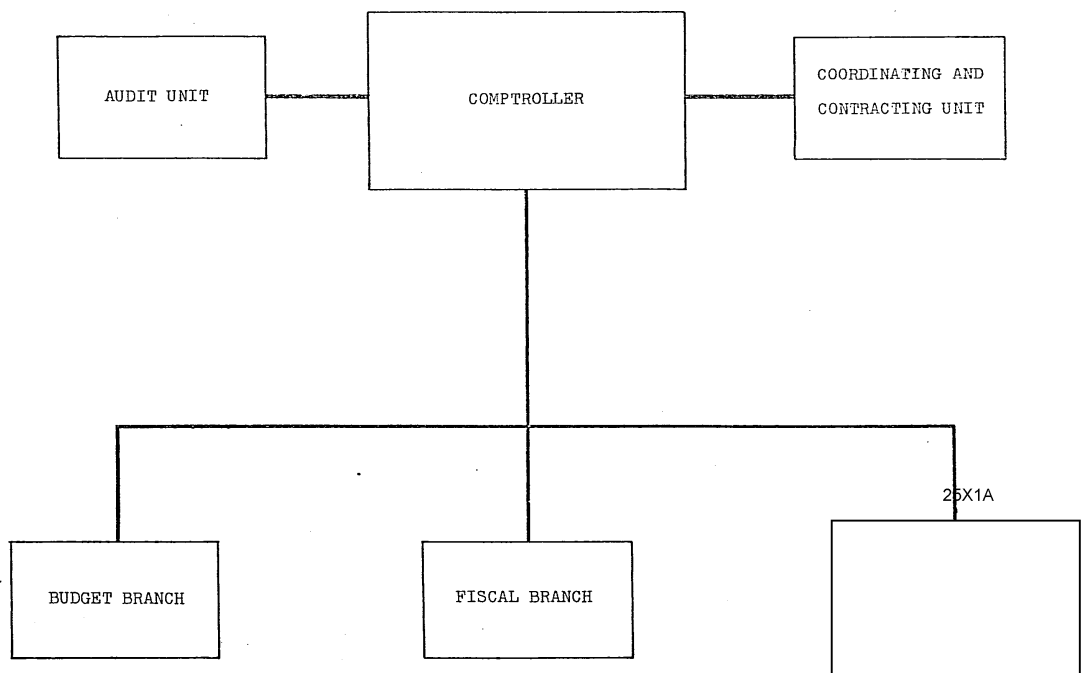
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FINANCE DIVISION



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FINANCE DIVISION

I. MISSION

The Comptroller is in charge of all financial operations of the Agency.

II. FUNCTIONS

The Comptroller shall:

- A. Develop, prepare and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
- B. Assist in the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
- C. Supervise the operation of all budget and all financial programs of the Agency.
- D. Supervise all liaison with other agencies in connection with budget and finance matters.

E. Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.

F. Provide budget and fiscal services for the National Security Council.

G. Establish necessary fiscal accounting for property and equipment.

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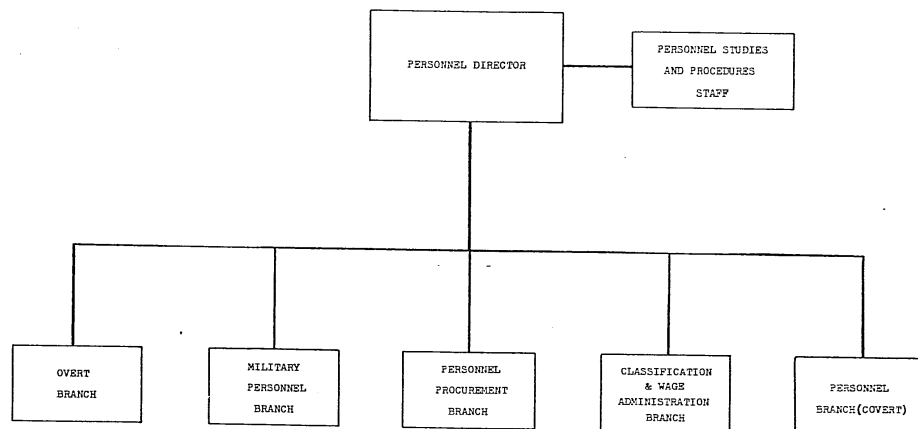
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PERSONNEL DIVISION



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PERSONNEL DIVISION

I. MISSION

The Personnel Director is in charge of the development, preparation and execution of all Agency personnel programs (except training) and with advising Agency officials on all matters of personnel policy.

II. FUNCTIONS

The Personnel Director shall:

A. Recommend the establishment of Agency personnel policies and establish procedures for their implementation.

B. Provide personnel service for the Agency to include:

1. Recruitment, selection and placement of employees for all components of the Agency.
2. Testing of applicants and employees for suitability for positions.
3. Procurement, assignment, administration and disposition of Armed

Services personnel detailed to the Agency.

4. Salary administration for all classes of departmental and field employees.
5. An internal promotion program.
6. An overseas rotation program.
7. A personnel relations and welfare program.
8. The recording of all personnel transactions, maintenance of personnel files and a position control system.
- C. Establish and control all Agency liaison with the Civil Service Commission and with other agencies in connection with personnel matters and with private industries and academic institutions in matters of personnel procurement.
- D. Conduct research in the field of personnel management as required in support of operational programs.

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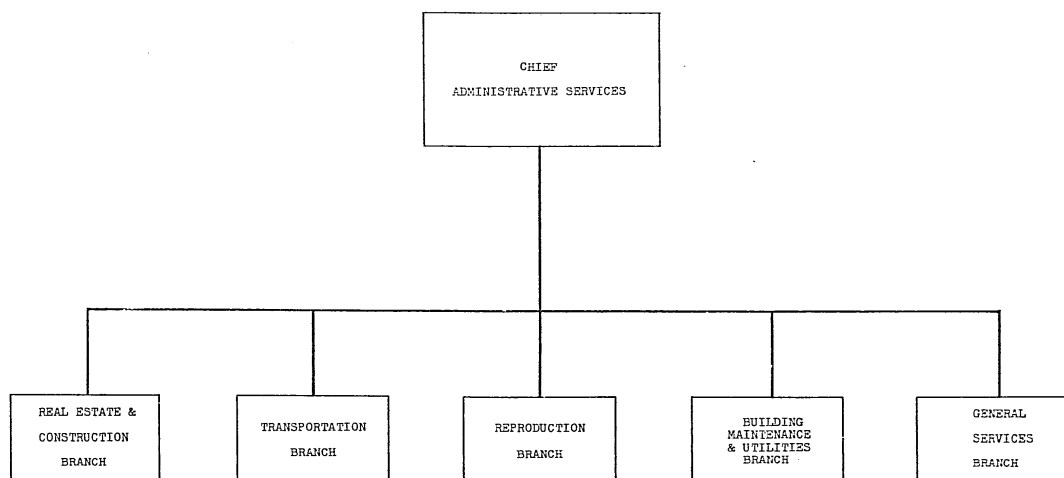
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ADMINISTRATIVE SERVICES DIVISION



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ADMINISTRATIVE SERVICES DIVISION

I. MISSION

The Chief of Administrative Services is in charge of providing services and facilities for CIA domestic and foreign activities.

II. FUNCTIONS

The Chief of Administrative Services shall:

- A. Provide reproduction and printing services.
- B. Acquire real estate and utilities by purchase or otherwise.
- C. Determine space requirements; effect space planning and allocation.
- D. Provide travel, shipping, and motor vehicle services.
- E. Provide machine records control and reporting services for administrative requirements.
- F. Provide graphic preparation and presentation services.
- G. Provide building maintenance, moving and telephone service.
- H. Maintain central administrative files, mail and courier service, records control and retirement.

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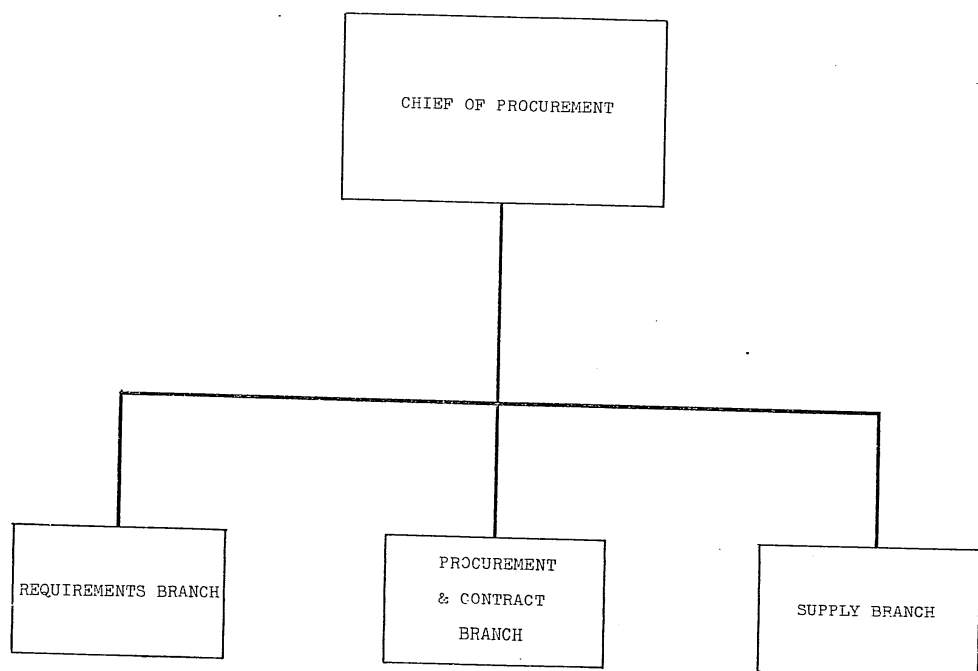
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PROCUREMENT DIVISION



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PROCUREMENT DIVISION

I. MISSION

The Procurement Officer is in charge of all Agency procurement of equipment and supplies.

II. FUNCTIONS

The Procurement Officer shall:

- A. Effect, in coordination with operating officials, final determination of Agency requirements and priorities for equipment and supplies.
- B. Negotiate on a policy basis, with officials of appropriate Government organizations, agreements to ensure that CIA requirements are met on a timely basis.

C. Procure materials and supplies required for all Agency activities, directly or by contract, from civilian or military, and other government sources.

D. Receive, inspect, warehouse, pack and issue all supplies and equipment.

E. Determine and supervise all necessary procurement and requirement liaison.

F. Maintain and control all supplies and equipment of the Agency, and be responsible for the accountability and utilization of all such property.

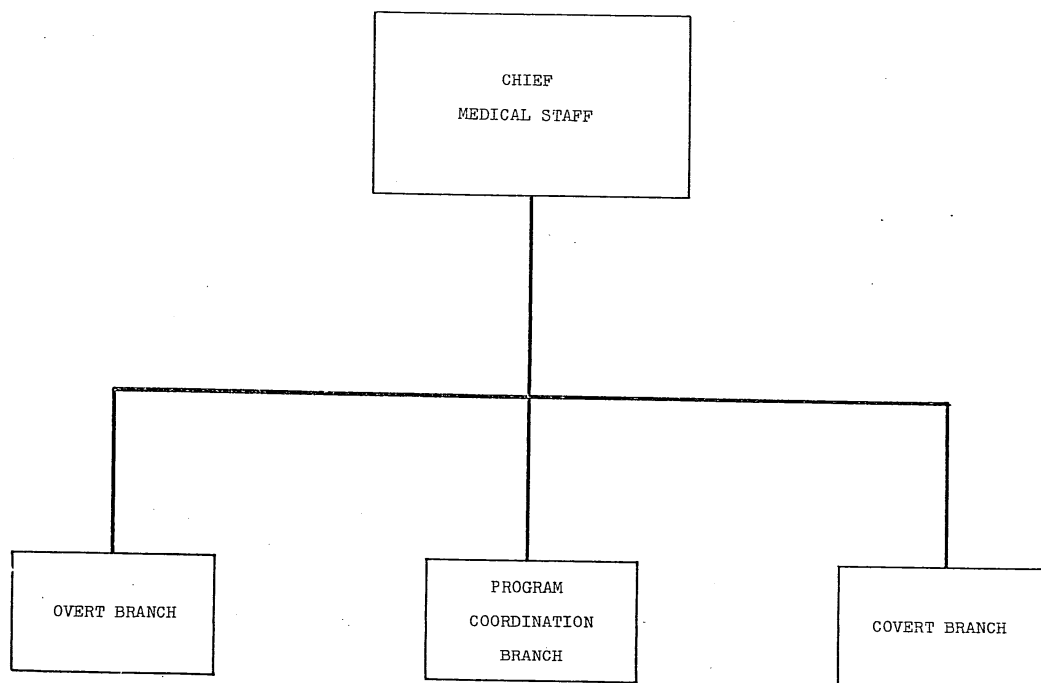
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MEDICAL DIVISION



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M E D I C A L   D I V I S I O N

I. MISSION

The Chief, Medical Staff, is in charge of the development, preparation and execution of the Agency medical program and with providing required medical service and support to Agency activities.

II. FUNCTIONS

The Chief, Medical Staff, shall:

A. Recommend the establishment of Agency medical policies and establish procedures for their implementation.

B. Conduct a preventive medicine program for the Agency.

1. Provide emergency medical care for illness and injuries suffered by employees while on duty.

2. Provide medical care for Army and Air Force personnel assigned to duty with the Agency, and their dependents.

C. Establish, maintain, control and technically supervise any overseas medical program.

D. Furnish medical supply service for all Agency  and activities.

E. Establish and maintain physical requirements standards for the various Agency positions.

F. Provide necessary physical examinations and immunizations for Agency personnel.

G. Represent the Employees Compensation Commission on medical matters within the limits of available facilities.

H. Establish and maintain a medical consultant program.

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TRAINING DIVISION

I. MISSION

The Director of Training is in charge of developing and directing all Agency training programs.

II. FUNCTIONS

The Director of Training shall:

- A. Develop the programs for both the orientation and in-service training of Agency personnel for all phases of Agency operations.

- B. Arrange for the procurement of, on a selective basis from all sources, qualified employees for career development.

- C. Supervise and/or conduct all Agency training programs, initiating specialized Agency training operations as need arises.

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